

**Office of the Attorney General**  
Human Resources  
Indiana Government Center South, 5<sup>th</sup> floor  
302 W. Washington Street  
Indianapolis, IN 46204  
[jobs\[atg.in.gov\]](mailto:jobs[atg.in.gov])  
317-232-7979 (fax)



# **JOB POSTING**

---

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **PART-TIME RECEPTIONIST Human Resources Department**

### **Essential Duties and Responsibilities include:**

- Primary responsibilities include answering incoming telephones calls and greeting visitors in the reception area.
- Assists constituents with inquiries, both in-person and telephonically.
- Enters, maintains and retrieves documents and information in computer.
- Operates office machines and duplicating machines.
- Opens and routes incoming mail, prepares outgoing mail.
- Maintains filing system in Human Resources.
- Other duties as assigned.

**Preferred hours: Monday – Friday 1:00 p.m. to 5:00 p.m.**

### **Qualifications:**

To perform this job successfully, an individual should demonstrate excellent communication and customer service ability when responding to or assisting constituents. This candidate must also have good organizational and filing skills, and must maintain confidentiality.